



DUTY STATEMENT	
Classification: Information Technology Supervisor II	Position Number: 853-181-1404-001
Division/Office/Section: AFITS / Information Technology Services Branch / Software Development Section	
Location: Sacramento	Effective Date: / /
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): S01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION

Under the general direction of the IT SW and Web Development, PMO Manager, the incumbent supervises staff performing software application systems development. The incumbent provides expert technical leadership, and occasionally performs the most difficult or sensitive software development work, performs contract management and as part of the IT and Department Management Team, performs short and long-term planning in alignment with IT Services, CalRecycle, and Agency strategic goals and objectives. The incumbent works closely with the IT management team to plan and manage IT staff and resources. The incumbent also supervises staff managing department geographic information systems (GIS) and services.

Duties of this position fall primarily under the Business Technology Management, Information Technology Project Management, Software Engineering domains.

ESSENTIAL FUNCTIONS

55% Software Development and Geographic Information Systems (GIS).Plan, organize, and direct the work of staff performing programming and analysis work independently or in teams on the development, maintenance, and enhancement of complex software application systems. Occasionally perform the most difficult or sensitive work on the most complex software application systems. Coordinate with senior technical staff on development and maintenance of technical standards and practices including solution architecture, database design, code construction, application and data security requirements, and user experience standards. Ensure software development staff are trained in tools and technologies employed and are versed in shop standards and practices. Perform code review and provide focused instruction as needed. Assist project managers with review and testing of software application systems to evaluate overall quality of work, assess compliance with standards.

Actively support, participate in, and contribute to projects subject to California Department of Technology's Project Approval Lifecycle (PAL) required by any/all PAL stages.

In coordination with the IT Services Project Management Organization's Supervisor, provide consultation and feedback to program staff on the completion of requests for new IT solutions as part of the IT Project Governance process., ensuring comprehensive justification, in alignment with CalRecycle's mission and strategic goals and objectives, enabling accurate consideration and prioritization by CalRecycle's IT Project Governance.

Research, evaluate, and recommend emerging information technologies and software development practices that can enhance services that IT provides to programs and their stakeholders. In consultation with IT management and senior technical staff, determine and develop strategies for the adoption of new technologies.

Occasionally perform as project manager, business analyst, and/or developer on the most complex, sensitive, or complex software application systems projects. Perform detailed business analysis; define data requirements; develop or modify database designs; develop mockups, prototypes, and other documentation to ensure client and project team understanding of requirements; perform coding and testing of project deliverables; coordinate builds and deployments; prepare documentation as needed for all project phases (e.g., project agreements, schedules, status reports, change control reports, test plans, etc.), communicate with clients and IT Services management on project status, and maintain project documentation on the CalRecycle intranet. Facilitate a process for correcting bugs and for requesting enhancements. Coordinate with IT management on proposing and scheduling enhancements, as resources are available.

In coordination with Section IT Supervisors and staff, gather and compile relevant project and/or software application maintenance and operational (M&O) data in support of quarterly presentation to CalRecycle Division management.

- 25% Management and Supervision.** Manage staff administrative functions including hiring, staff development and mentoring, personnel actions, and development of management guidelines. As part of the IT Services management team, contribute to administrative functions such as budgeting, procurement, preparation of bill analyses and budget change proposals, control agency reports, and audits. Work closely with the entire IT management team to plan and prioritize projects and activities in support of program needs and requirements, as well as projects and activities to increase the effectiveness of the IT Services Branch.

Prepare consultant contracts by completing purchase request forms, drafting a Statement of Work (SOW), and working with the IT Contracting Unit through bid award and resource onboarding; effectively manage the contracts working with vendors and other groups within the organization.

Adheres to departmental policies and procedures related to contract management in conjunction with the Department of General Services' (DGS) State Contracting Manual (SAM). Submission of invoices to Finance Department in a timely and efficient manner, per contract and SAM. Failure to comply with timely payment processing and/or approval requirements may result in fines and/or penalties to the Department [or Division]. Understands and proactively applies standard (and/or daily) invoicing and billing concepts including, but not limited to, penalty accruals, signature authority, date, cost code, Purchase Order (PO) and contract numbers. Challenges or disputes invoices when necessary to ensure appropriate expenditures. As needed, directs questions or issues to the appropriate parties for resolution.

- 10% Project and Resource Planning.** In close coordination with other IT supervisors, coordinate intake of, scope, and prioritize software application system development requests; plan assignment of staff resources; oversee and support software development project managers in their efforts to ensure business requirements are properly scoped and fully implemented, and project timelines are met; and communicate with program and IT management on the status of software development projects and activities.

MARGINAL FUNCTIONS

- 5% Continuing Education.** Actively pursue continuing education to assure that knowledge, skills, and technical competencies are kept up to date, and to stay abreast of emerging technologies and evolving best practices through training courses, self-directed education resources, research, and independent study.
- 5% Other Duties as Required.** Other duties may include, but are not limited to, providing basic technical assistance to staff on software application systems. Occasionally provide or participate in providing brief presentations on technical topics to IT staff. Attendance at agency and statewide IT meetings.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:	Date Approved:	

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict-of-Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION:

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
 - ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
 - ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
 - ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
 - ☐ **RESPIRATORY SYSTEM** – Your respiratory system must be in sufficient condition to perform these duties:
 - ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
 - ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, etc.
 - ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
 - ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
 - ☐ **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties:
 - ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
 - ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
 - ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
 - ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
-

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date